

(Children's and Young People's Service)

Bedale High School

JOB DESCRIPTION

POST: TECHNICIAN	
GRADE: Grade C	
RESPONSIBLE TO: Headteacher / Head of Department	
STAFF MANAGED: None	
POST REF:	JOB FAMILY: 5
JOB PURPOSE:	To work, under the supervision and direction of teachers, as part of a technical team to support learning by providing technical assistance, through the coordination, preparation and maintenance of teaching areas and equipment's for pupils
JOB CONTEXT:	<p>Required to work within school in supporting teachers with practical lessons (e.g. Music, Science, Design Technology or Food,) where the post holder may be subject to disagreeable working conditions. Due to the nature of the role, the postholder may be required to wear protective clothing for their own safety.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none">• Prepare resources/materials/equipment for lessons, as directed.• Supports practical activities for pupils• Give basic technical advice to teachers, technicians and pupils/students, which may entail assisting with demonstrations.• Offer guidance, assistance and support to pupils & teachers on the practical aspects of the curriculum.• Record observations in an appropriate manner.• Assist with basic demonstrations.• Know your role in supporting and promoting development.• Keep up to date with current procedures and practices through continuing professional development.• Undertake record keeping as required
Communications	<ul style="list-style-type: none">• Communicate effectively with all pupils and colleagues• Liaise with all areas of the school and outside organisations.

	<ul style="list-style-type: none"> Remember and understand the procedures and legislation relating to confidentiality issues that apply to your role. Interact with pupils in a supportive way to aid the development of their ability to think and learn Listen to concerns; recognise and take account of signs of change in attitudes and behaviour. Have the ability to use clear language to communicate information unambiguously to others including children, young people, their families and carers.
Resource management	<ul style="list-style-type: none"> Assist with stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records. Assist with designing, constructing and modifying apparatus/equipment. Lead on routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard. Ensure the availability of suitable materials and equipment and suggesting alternatives for suitability and economy. Participate in training and learning activities and performance development as required.
Safeguarding	<ul style="list-style-type: none"> Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. Have awareness and basic knowledge, where appropriate, of the most recent legislation. Be able to recognise when a child or young person is in danger or at risk of harm and know who to report your concerns to.
Systems and Information	<ul style="list-style-type: none"> Attend staff meetings and training days by agreement with their manager
Data Protection	<ul style="list-style-type: none"> To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. To work with colleagues and others to maintain health, safety and welfare within the working environment. Contribute to the assessment, monitoring and review of both health & safety procedures and information resources through a process of self-evaluation. Carry out electrical and other safety checks, fume cupboards, pressure vessels and first aid kits etc. Ensure the healthy, safe storage and accessibility of equipment and materials. Under the guidance of other technicians, ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards.
Equalities	<ul style="list-style-type: none"> We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.

	<ul style="list-style-type: none"> • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.
Date of Issue:	October 2021

PERSON SPECIFICATION

JOB TITLE: Technician

Essential upon appointment	Desirable on appointment
<p>Experience</p> <ul style="list-style-type: none"> • Appropriate experience of working with children, ideally relevant to the subject area 	<ul style="list-style-type: none"> • Appropriate experience of working in a school department relevant to the role
<p>Occupational Skills & Knowledge</p> <ul style="list-style-type: none"> • Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents. • Good literacy and numeracy skills 	<ul style="list-style-type: none"> • Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame • Knowledge of specialist equipment and materials • Basic cooking skills
<p>Qualifications</p> <ul style="list-style-type: none"> • NVQ Level 2 or equivalent in a relevant subject. 	<ul style="list-style-type: none"> • Appropriate first aid training • Basic Food Hygiene qualification <i>(Or willing to undertake training for these two areas)</i>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Demonstrable interpersonal and communication skills • Ability to work successfully in a team • Able to exercise discretion & judgement • Self-motivated to complete required duties. • Confidentiality • Good time management skills • Flexibility 	
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • To be committed to the school's policy and ethos. • To be committed to Continual Professional Development. • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline. • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. 	